

Hemisphere GNSS Job Description

Job Title: Quality Technician
Location: Hiawatha, KS
Department: Operations, Quality & Professional Services
Reports To: Quality Manager
Prepared Date: April 27, 2021

Full-Time **Part-Time** / **Exempt** **Non-Exempt**

Summary

- Design and implement test plans and audits for products to ensure product quality targets are met.
- Establish, define, implement, maintain, and report on quality assurance key performance measures and standards.
- Investigate non-conformances and customer complaints, facilitate root cause analysis, implement corrective actions, and monitor progress and improvements.
- Drive continuous improvement through communication and training on quality standards, requirements, and best practices.
- Create and maintain quality systems documentation, such as calibration log & stickers, procedures and work instructions.
- Perform quality assurance internal audits.

Essential Duties and Responsibilities

- Examine material, components and product at receiving and/or final inspection to assure compliance specification, fit form & function.
- Operates any diagnostic equipment needed to perform job.
- Verify software, firmware and configuration parameters are to current Bill-of-Material (BOM).
- Prepares reports by collecting, analyzing, and summarizing data; making recommendations.
- Assists in dispositioning Non-Conforming Material.
- Reports on subsequent Corrective Action Requests.
- Prepares, and maintains Quality Management System Work Instructions for position as required.
- Determines quality improvement parameters by identifying statistical methods relevant to manufacturing processes at HGNS Contract Manufacturers
- Establishes statistical confidence by defining sampling plans identifying sample size and acceptable error levels.
- Maintains statistical process controls by applying standard control chart techniques.
- Establishes statistical reliability by using mean time before failure standard reliability modeling and demonstration tests.
- Assist in development of real-time ERP Quality Control System (Syteline)
- Assist QE/ISO Admin in maintaining the Calibration Recall System.
- Performs QMS audits on HGNS processes.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Supervisory Responsibilities

This position does not supervise direct reports.

Education and/or Work Experience Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Competencies

- Technical Capacity.
- Organizational Skills.
- Problem Solving/Analytical.
- Time Management.
- Initiative.
- Ability to work well with all levels of management / employee
- Communication skills

Education and/or Experience

- Minimum two (2) Year Technical degree in electrical, computer or other related field or combination of education and experience.
- Experience in GNSS industry preferred especially with product related knowledge, firmware, apps & configuration, Syteline, ISO 9001:2015 Quality Management Systems.
- Experience with a hardware manufacturing and/or software company.
- Exceptional track record of managing and coordinating complex projects.

Practical/Technical Skills

- Strong understanding of product quality best practices and measurement techniques.
- Ability to read, analyze, and interpret common scientific and technical reports and utilize programs such as Omniconfig, Pocket-Max4, Syteline ERP, Quantum.
- Ability to effectively present information to management, and other employees of the Company.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

Computer Skills

- Basic Microsoft Office Suite – Word, Outlook, PowerPoint and Excel.
- Configuration experience preferred

Other Skills

- Excellent planning, time management, communication, and decision-making skills.
- Relentless attention to detail.
- Ability to multi-task, perform under pressure, and motivate individuals.
- Ability to work with minimal supervision.

Physical

- Must be able to remain in a stationary position 50% of the time
- Required to stand or sit in multiple locations much of the time
- Frequently walking, bending, squatting, twisting at neck or back
- Climbing, balancing, stooping, kneeling, crouching or crawling while performing the duties of this job
- Uses hands to handle or feel objects, tools, or controls
- Reaching with hands and arms & lifting or carrying of material (up to 50 lbs.)
- The person in this position frequently communicates with coworkers regarding technical information and must be able to exchange accurate information in these situations
- Must keep work area clean and presentable.

The preceding functions may not be comprehensive in scope regarding work performed by an employee assigned to this position classification. Management reserves the right to add, modify, change or rescind the work assignments of this position. Management also reserves the right to make reasonable accommodations so that a qualified employee(s) can perform the essential functions of the position.

I have read and understand the job description. I understand that nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Print Employee Name

Date:

Employee Signature